

Bob Holden
Governor



Jacquelyn D. White
Commissioner

State of Missouri
OFFICE OF ADMINISTRATION
Post Office Box 809
Jefferson City, Missouri 65102
(573) 751-2971
<http://www.oa.mo.gov/acct>

James A. Carder
Director
Division of Accounting

MEMORANDUM

TO: State Agencies
FROM: OA/Accounting
DATE: September 10, 2003
RE: SAM II Updates

The following updates have been posted to the Intra-Net:

- **Chart of Accounts (COA)** – The COA has been updated on the Intra-Net with changes that have been made through August 31, 2003. These changes are summarized in **Appendix A – Revision History** of the COA guide located at <http://www.missouri.gov/mo/samii/fin/p&p.html>. The COA sub-organization revision history is available in Appendix A, but takes several minutes to load due to the size of the file. During the year, as the sub-organization file increases, you may experience increased loading time.
- **Financial Policies and Procedures** – The entire Fixed Asset Section P has been revised and is located at <http://www.missouri.gov/mo/samii/fin/p&p.html>.

Please notify the appropriate staff in your agency that updates have been made.

If you have any questions regarding these updates, please contact your Agency Customer Service Coordinator. Your Agency Customer Service Coordinator will contact OA/Accounting if assistance is needed.